



PERSONAL SERVICES AGREEMENT ACTION

1. Name (Last, First, MI.)					2. Employee Number		3. Contract Number		4. Date of Birth (mm-dd-yyyy)				
5. Sex		6. Service Comp. Dates (1-Leave, 2-Severance Pay)			7. Effective Date (mm-dd-yyyy)		8. Authority (Authorization Cable)						
9. Leave Plan <input type="checkbox"/> 1 - Local <input type="checkbox"/> 2 - U.S. Style			10. Retirement(s)			11. Annuitant <input type="checkbox"/> 1 - CS <input type="checkbox"/> 2 - FS <input type="checkbox"/> 3 - N/A		12. Tenure Code					
13a. NOAC		13b. Nature of Action							14. Citizenship <input type="checkbox"/> 1 - U.S. <input type="checkbox"/> 2 - FN				
15. From: Position Number, Series Code, and Position Title					23. To: Position Number, Series Code, and Position Title								
16. Name of Agency, Location of Employing Office					24. Name of Agency, Location of Employing Office								
17. Pay Plan		18. Grade	19. Step	20. Salary		21. Pay Basis	25. Pay Plan		26. Grade	27. Step	28. Salary		29. Pay Basis
22. Work Schedule						30. Work Schedule							
31. Duty Station													
32. Accounting Classification Codes													
a. Agency		b. Appropriation		c. Allotment		d. Organization/Location		e. Function		f. Sub-Object		g. Project Resource	
33. Remarks													
34. Signature of Funds Certifying Officer					35. Date (mm-dd-yyyy)		36. Signature of Personnel/Administrative Officer				37. Date (mm-dd-yyyy)		
38. Employing Department or Agency						39. Employee Signature							



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